



2014 Annual Report

CITY CLERK'S DEPARTMENT

Another year has come and gone for the Clerk's Department, 2014 proved to be a busy year with the Fall Primary and General Elections. With the reinstated photo ID laws going into effect in September and then being placed back on hold a few short weeks later, there was never a dull moment in the world of democracy. Along with the elections, there were also the day-to-day tasks of receipting building permits, issuing operator's licenses, alcohol licenses, pet licenses, and the various other tasks the Clerk's Department handles. In addition to providing front

reception to walk-in residents and visitors, we also answer all in coming phone inquiries, and manage and prepare for City Council as well as the Committee of the Whole, and the Public Safety and Human Services Committee. These committees handle various issues that the city oversees, such as liquor licenses, sound & street use permits, and approval of resolutions and new ordinances. The Clerk's Department also experienced many changes in 2014. Patti Anderson was promoted to City Clerk and Tracy Oldenburg was promoted to Deputy Clerk. The department also filled 2 vacant receptionist positions in late 2014. Rylee Schuchardt joined the department in September, and Yesenia Arce joined the department in December. With these changes, the department still managed to conduct a very smooth Fall Election cycle with a 74.22% voter turn-out for the November General Election. No small task for a department still trying to learn their new positions.





**Public Safety &
Human Services
Amplified Sound &
Street use permits.**

The City of Fitchburg is home to a variety of events that take place throughout the year. Most of these events require street and/or amplified sound permits, which go through several of the departments for review. The Clerk's Staff coordinates the staff review and schedules the Public Hearing review at the PSHS Committee. Examples of events that require Fitchburg Permits include:

- The Berbee Derby
- Fitchburg Fire Rescue-MDA Fill the Boot
- Fitchburg Rec-Great Halloween Hunt
- Girls on the Run Dane Co. 5K Race
- Ironman-North America Sports
- Italian Workman's Club-Festa Italia
- Madison Kiwanis-Soap Box Derby
- Recreation Dept. Pack 'N The Park Night
- Concerts at McKee
- St. James School Spartan Stampede

PET LICENSING

OVER 1400 PETS WERE LICENSED IN 2014!

Approximately
\$19,000
Was collected
for
Pet Licenses!



ALCOHOL LICENSES

The City issued 53 Annual Renewal Alcohol Licenses in 2014. Fitchburg has 13 Reserve "Class B" Licenses available as of 12/31/2014.

- ♦ Class B Licenses earned over \$22,000 in 2014

Fitchburg issued 466 Operators Licenses, including Original Operators, Renewals and Temporary Licenses.

- ♦ Operators Licenses earned over \$10,000 in 2014

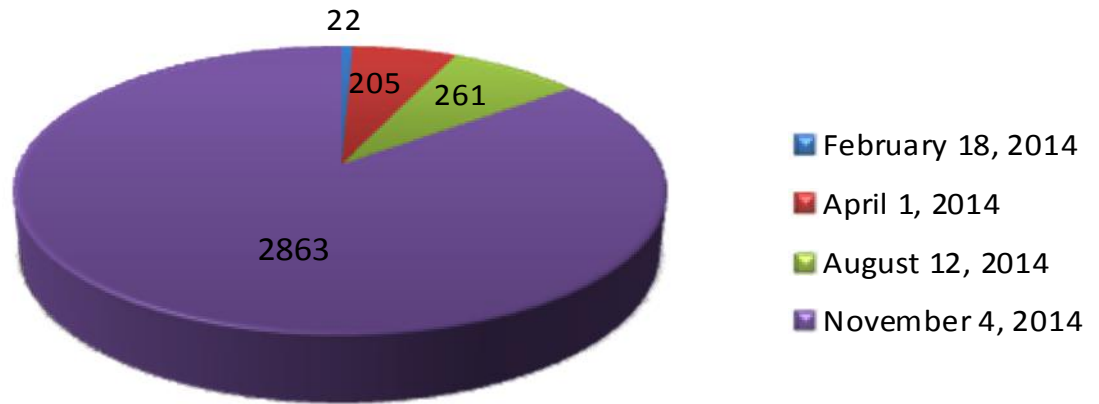
In 1997 the Wisconsin Legislature adopted Act 27 and incorporated § 125.51(3) (e), requiring municipalities to establish a fee of not less than \$10,000 for an initial issuance of a Reserve "Class B" license. At this same time each municipality calculated the number of reserve licenses quota based on population and the state quota established by 125.51 (4) (1995-96). Fitchburg's Reserve "Class B" License authorization was determined to be 17 in 1997. This number is adjusted with an increase of population of 500 thereof and is reduced when licenses are non-renewed. In 2010 the Federal Census added 3 additional licenses. Based on issuance and increase in population the City currently has available 13 Reserve Class B Licenses. Fitchburg is one of a few municipalities that administers an Economic Development Grant that allows for reimbursement for the initial \$10,000 fee.

Overall Alcohol Licenses generated
approximately \$35,400 in revenue for 2014

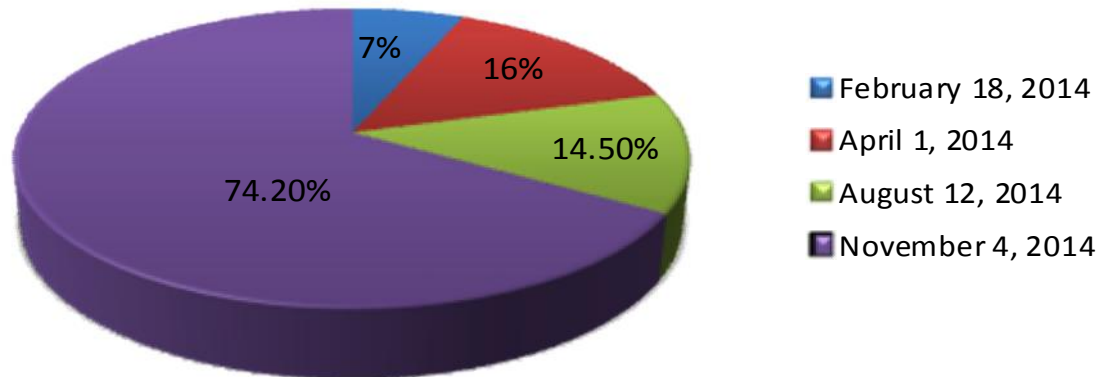


2014 Annual Report
CITY CLERK'S DEPARTMENT

Absentee Ballots Issued



% of Voter Turn-Out



Clerk's Staff 2014 Professional Development



Patti Anderson-City Clerk

Patti was promoted to the City Clerk position at the beginning of August. She will reach 12 years of employment with the City of Fitchburg in November of 2015. With the many changes in the Clerk's Department in 2014, staff professional development was put on hold until 2015.

Tracy Oldenburg-Deputy Clerk

Tracy was promoted to the Deputy Clerk position in September. She is a member of the WMCA Clerk's Association. This is her seventh year with the City of Fitchburg Clerks Department.



Rylee Schuchardt-Administrative Receptionist

Rylee joined the Clerk's Department in the fall of 2014. She was able to obtain some great election experience after working the November General Election. She also attended the Statewide Voter Registration Program training held in Madison. Rylee continues to learn her way around the Clerk's Department and will continue her clerk training in July when she attends the WMCA Clerk's Institute in Green Bay. This training is invaluable to those who work within the clerk's offices. She will gain additional knowledge in open meetings law and regulations, alcohol licensing guidelines, and election administration,

Yesenia Arce-Administrative Receptionist

Yesenia also joined the Clerk's Department in December 2014. She too has attended the Statewide Voter Registration Program training in Madison. Yesenia continues to learn her way around the Clerk's Department and will continue her clerk training in July when she attends the WMCA Clerk's Institute in Green Bay. This training is invaluable to those who work within the clerk's offices. She will gain additional knowledge in open meetings law and regulations, alcohol licensing guidelines, and election administration,

